

**TOWN OF YOUNTVILLE
LIABILITY
CLAIM FOR DAMAGES
TO PERSON OR PROPERTY**

CITY/TOWN CLERK'S DATE STAMP:

RETURN TO:

Town Clerk
Town of Yountville
6550 Yount Street
Yountville, CA 94599

DISTRIBUTION:

- ☐ CITY/TOWN ADMINISTRATOR
- ☐ CITY/TOWN ATTORNEY
- ☐ FINANCE DEPT. (ORIGINAL)
- ☐ INSURANCE ADJUSTER
- ☐ DEPT: _____
- ☐ CITY/TOWN CLERK'S LOG

1. *Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Gov. Code §911.2).*
2. *Claims for damages to real property must be filed not later than one (1) year after the occurrence (Gov. Code §911.2).*
3. **READ ENTIRE CLAIM FOR BEFORE FILING**
4. **ATTACH SEPARATE SHEETS, IF NECESSARY, TO GIVE FULL DETAILS**

CLAIMANT INFORMATION:

FULL NAME

DATE OF BIRTH

HOME ADDRESS INCL. CITY, STATE & ZIP

() _____
HOME TELEPHONE NO.

BUSINESS ADDRESS INCL. CITY, STATE & ZIP

() _____
BUSINESS TELEPHONE NO.

ADDRESS AT WHICH CLAIMANT DESIRES TO RECEIVE
NOTICES OR COMMUNICATIONS REGARDING THIS CLAIM
(if different from home address provided above): _____

1. WHEN DID DAMAGE OR INJURY OCCUR? DATE: _____ TIME: _____ ☐ AM ☐ PM

2. PLACE OF ACCIDENT (OCCURRENCE) **BE SPECIFIC** – *Describe fully and (if applicable) locate on diagram on reverse side of this sheet. Where appropriate, give street names and addresses, measurements and landmarks.*

3. HOW DID DAMAGE OR INJURY OCCUR?

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4. WERE POLICE AT THE SCENE? ☐ YES ☐ NO

WERE PARAMEDICS AT THE SCENE? ☐ YES ☐ NO

(Name of Entity)

5. WHAT PARTICULAR **ACT** OR **OMMISSION** DO YOU CLAIM CAUSED THE INJURY OR DAMAGES? *Give the name of the city/town employee causing the injury or damage, if known.*

6. GIVE TOTAL AMOUNT OF CLAIM *Include estimate of amount of any prospective injury or damage* \$ _____

HOW WAS THE ABOVE AMOUNT COMPUTED? *Be specific, list doctor bills, repair estimates, etc. **Please attach 2 estimates.***

DAMAGES INCURRED TO DATE:

Item/Date: _____ Amount: \$ _____

Item/Date: _____ Amount: \$ _____

Item/Date: _____ Amount: \$ _____

Item/Date: _____ Amount: \$ _____

TOTAL AMOUNT CLAIMED AS OF PRESENTATION OF THIS CLAIM: \$ _____

ESTIMATED PROSPECTIVE DAMAGES, AS FAR AS KNOWN:

Item/Date: _____ Amount: \$ _____

Item/Date: _____ Amount: \$ _____

Item/Date: _____ Amount: \$ _____

Item/Date: _____ Amount: \$ _____

TOTAL ESTIMATED AMOUNT PROSPECTIVE DAMAGES: \$ _____

7. WITNESSES TO DAMAGE OR INJURY *List all persons known to have information (attach additional pages, if necessary)*

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE: (____) _____

TELEPHONE: (____) _____

8. IF INJURED, PROVIDE NAME, CONTACT INFORMATION AND DATE/TIME DOCTOR(S) OR HOSPITAL(S) VISITED:

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE: (____) _____

TELEPHONE: (____) _____

DATE: _____ TIME: _____ ☐ AM ☐ PM

DATE: _____ TIME: _____ ☐ AM ☐ PM

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE: (____) _____

TELEPHONE: (____) _____

DATE: _____ TIME: _____ ☐ AM ☐ PM

DATE: _____ TIME: _____ ☐ AM ☐ PM

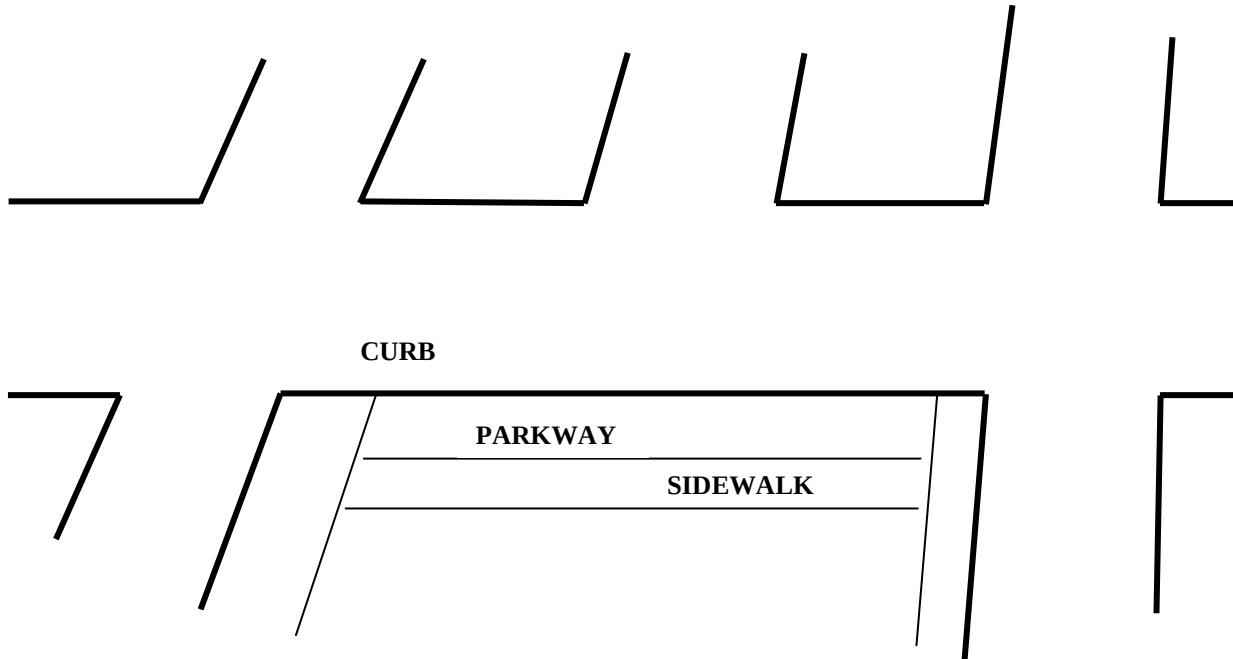
(Name of Entity)

9. PLEASE READ THE FOLLOWING CAREFULLY:

For all vehicle accident claims, place on the following diagram, the names of streets, including NORTH, EAST, SOUTH AND WEST directions. Indicate place of accident by "X" and by showing house numbers or distances to street corners.

If a city/town vehicle was involved, designate by letter "A" location of the City/Town vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City/Town vehicle; location of City/Town vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X".

⇒ **NOTE: IF THE DIAGRAM BELOW DOES NOT FIT THE SITUATION, PLEASE ATTACH A PROPER DIAGRAM SIGNED BY THE CLAIMANT.**



I HAVE READ THE FOREGOING CLAIM AND KNOW THE CONTENTS THEREOF; AND CERTIFY THAT THE SAME IS TRUE OF MY OWN KNOWLEDGE EXCEPT AS TO THOSE MATTERS WHICH ARE HEREIN STATED UPON MY INFORMATION AND BELIEF; AND AS TO THOSE MATTERS I BELIEVE THEM TO BE TRUE.

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNATURE OF CLAIMANT OR AGENT

TYPE OR PRINT NAME

DATE

RELATIONSHIP TO CLAIMANT

NOTE: PRESENTATION OF A FALSE CLAIM IS A FELONY (CA PENAL CODE 72)